

Claud Jordan, Mayor
Rocky Hawkins, Mayor Pro Tem



230 Hwy 39
Ingram, TX78025

City Of Ingram Alderman:

David Britton
Ray Howard
Robert Kimbrough
Twanda Brown

City Secretary, Heather Davis

January 2, 2024

Dear Prospective Candidate:

Thank you for your willingness to offer your services to the citizens of the City of Ingram by becoming a candidate for the 2024 municipal election. Your candidacy entails the obligation to comply with certain applicable state statutes and local ordinances. To assist you, I have prepared this "Candidate's Packet" with the necessary forms and pertinent instructions. I urge you to read this letter and the enclosed material prior to filling out the specific forms.

All candidates for office in the City of Ingram must be citizens of the United States, have lived within the State for a minimum of one year, be a resident of the City of Ingram for the six months prior to the filing deadline, be a registered voter in the city prior to the filing deadline and be a minimum of 18 years of age.

Please be aware that the terms of office for Mayor At Large & City Commissioners expires on May 2024. These positions are up for election. **Only the voters that reside in Ingram will be allowed to vote, however all registered voters in the City of Ingram will be allowed to vote for Mayor At Large.** The term of office for these positions is two years, from May 2024 to May 2026. To receive a copy of residents inside a designated district contact the Ingram County Voter Registration Office at 830-367-5115 (there may be a charge for this listing).

Regarding election forms, please be aware that Section 254.036 of the Election Code requires that all forms regarding financial reporting need to be written in black ink unless the report is a computer printout. If the report is a computer printout, the printout must conform to the same format and paper size as the form prescribed by the commission.

Forms and information for the 2024 City of Ingram General Election for City Officials are listed below and enclosed. The Application for Place on the Ballot and Appointment for Campaign Treasurer forms listed below are the two forms you need to submit when you file for office. **I cannot emphasize the importance of adhering to the financial reporting procedures. Campaign reports are considered open records and will be viewed as such by reporters and opponents alike.**

Information included in this packet is as follows:

- (1) Notice of Deadline to File Application for Place on the Ballot.
- (2) Notice & Order of General Election needs to be signed by Mayor at the Regular January City Commission Meeting.

Telephone: 830-367-5115

Webpage: cityofingram.com

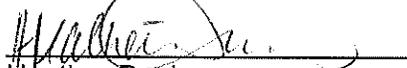
- (3) One copy of the **calendar of important dates** for this election indicating dates for filing, submitting forms, etc.
- (4) One copy of an **application for a place on the City of Ingram General Election Ballot** (bilingual). The loyalty oath is included on this application. This form must be filed in my office no earlier than **8:00 a.m., Wednesday, January 17, 2024, and no later than 5:00 p.m., Friday, February 16, 2024.** There is no filing fee. Each application must be carefully reviewed to determine whether or not it complies with the Election Code requirements as to content. Please file your application as soon as practicable to allow sufficient time for this review.
- (5) One copy of **Appointment of a Campaign Treasurer by a Candidate (Form CTA)**. The Form CTA should be filed in my office at the same time as the above application. Please note the statement that must be signed regarding the nepotism law. A summary of the nepotism law is in the CTA Instruction Guide.
- (6) Two copies of **Candidate/Officeholder Campaign Finance Reports(C/OH) and one copy of the Final Report (C/OH-FR)**.
- (7) A copy of **Election Code - Sections: 255.006, 255.007, 255.008**
- (8) A copy of the Texas Ethics Commission's **Political Advertising, What You Need to Know**.
- (9) A copy of **political advertising provisions in the City of Ingram Zoning Ordinance**.
- (10) City **map** showing city limits and each City of Ingram district.

It is your duty to become familiar with the laws applicable to campaigning for office. Regarding the filing of candidate/officeholder reports, the City Secretary is limited to accepting and filing the various applications, affidavits, and/or statements, and noting the date and time of filing thereon. Should you have any questions regarding reporting procedures, contributions, or expenditures, please call the Texas Ethics Commission at (800)325-8506 or (512)463-5800, or online at www.ethics.state.tx.us.

You may direct questions about election laws to the Secretary of State at (800)252-8683 or (512)463-5650 or go online at www.sos.state.tx.us.

The City Secretary's office is open to help you. Your interest in municipal government is appreciated, and I trust that this will be a positive and exciting experience for you and your supporters. If you have any concerns or if I may be of assistance, do not hesitate to contact me at 830-367-5115, or come to my office. My best wishes to you!

Sincerely,


Heather Davis
City Secretary